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DEPARTMENT OF STATE
Washington 25, D.C.

TRANSMITTAL LETTER NO.

MANUAL CHANGES *

Date: January / , 1946

Insert DR 133.20 The Office of Research and Intelligence (ORI)
and
DR 133.30 The Office of Intelligence Collection and
Dissemination (OCD)

These regulations are issued to provide for the increased responsibilities for research and intelligence assigned to the Department of State by Executive Order 9621, Termination of the Office of Strategic Services and Disposition of Its Functions, issued September 20, 1945. They establish an organization under the Office of the Special Assistant for Research and Intelligence (SA-Mc) of two Offices - the Office of Research and Intelligence (ORI), and the Office of Intelligence Collection and Dissemination (OCD) - and define their functions.

The Office of Research and Intelligence prescribed in DR 133.20 is adopted temporarily for the period January 1 through February 28, 1946. A final decision on the ultimate location of this Office will be made by the Secretary on or before March 1, 1946.

Termination of Interim Research and Intelligence Service.

The Interim Research and Intelligence Service (IRIS) is terminated as of the close of business December 31, 1945.

Transfer of Functions.

Such of the functions of the Interim Research and Intelligence Service as are enumerated in DR 133.20 and DR 133.30 and all of the functions of the Division of Geography and Cartography and of the Foreign Publications Unit of the Division of Research and Publication, both of the Office of Public Affairs, and all of the functions of the Personal Intelligence Section of the Division of Economic Security Controls of the Office of Economic Security Policy are transferred as of the close of business December 31, 1945, to the Office of Research and Intelligence and the

* Regular Manual insertions for attached Regulations will be distributed at a later date.

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Office of Intelligence Collection and Dissemination, to be apportioned between the two Offices and their component divisions in accordance with these regulations.

Transfer of Personnel, records, property, and funds.

- 1 The transfer of the above functions shall in each instance include the pertinent personnel, records, property, and funds, except that the personnel, property, records, and funds of the Office of the Chief of the Division of Geography and Cartography are transferred to the Office of the Special Assistant to the Secretary in charge of Research and Intelligence.
- 2 The IRIS personnel stationed abroad as of the close of business December 31, 1945, and the funds required abroad for their operation of the OCD program, together with the IRIS records and property located abroad, are transferred through the Office of the Foreign Service to the appropriate Foreign Service establishments abroad.
- 3 The personnel, records, property, and funds transferred from the Strategic Services Unit of the War Department to IRIS that are required by the Office of Departmental Administration to provide the increased centralized personnel, management, administration, and communications services resulting from the transfers of the above functions, are transferred to ODA and its constituent divisions.
- 4 The personnel, records, property and funds transferred from the Strategic Services Unit of the War Department to IRIS that are required by the Office of Budget and Finance to provide the increased centralized budgetary and fiscal services resulting from the transfers of the above functions are transferred to OBF and its constituent divisions.
- 5 The personnel, records, property and funds transferred from the Strategic Services Unit of the War Department to IRIS that are required by the Office of the Foreign Service

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to provide the increased administrative services within continental United States resulting from the transfers of the above functions are transferred to OFS and its constituent divisions.

Departmental Orders Affected.

- 1 Departmental Order 1350 is superseded.
- 2 Departmental Order 1301 and any other orders, the provisions of which are in conflict with Departmental Regulations 133.20 and 133.30 are amended accordingly.

133.20

133.21

133.20 OFFICE OF RESEARCH AND INTELLIGENCE (ORI): (Effective 1-1-46)

I The Office of Research and Intelligence prescribed herein is established temporarily for the period January 1 through February 28, 1946. A final decision on the ultimate location and organization of this Office will be made on or before March 1, 1946.

II FUNCTIONS. The Office of Research and Intelligence shall be responsible, under the general direction of the Special Assistant to the Secretary in charge of research and intelligence, for providing evaluated positive information on foreign countries as an aid to the formulation and implementation of foreign policy in the Department of State.

III ORGANIZATION. The Office of Research and Intelligence shall be composed of the following organization units, with routing symbols as indicated:

- A Office of the Director-(ORI)
- B Division of American Republics Intelligence-(ARI)
- C Division of British Commonwealth Intelligence-(BCI)
- D Division of Europe, Near East, and Africa Intelligence-(EAI)
- E Division of Far East Intelligence-(FEI)
- F Division of USSR Intelligence-(USI)
- G Division of International and Functional Intelligence-(IFI)
- H Division of Map Intelligence and Cartography-(MI)

IV FUNCTIONS OF THE OFFICE OF DIRECTOR. The Office of the Director shall be responsible for directing and coordinating the work of the component divisions of the Office.

133.21 AREAS OF RESPONSIBILITY AND FUNCTIONS OF THE FIVE REGIONAL INTELLIGENCE DIVISIONS: (Effective 1-1-46)

I AREAS OF RESPONSIBILITY. The area of responsibility of each of the five regional intelligence divisions of the Office of Research and Intelligence shall be as follows:

A Division of Europe, Near East and Africa Intelligence -- all of continental Europe eastward to the Soviet frontier and the Straits; all Near and Middle Eastern countries to the western frontier of India, and all of Africa.

B Division of USSR Intelligence -- Soviet Union.

C Division of British Commonwealth Intelligence -- British Commonwealth, excluding local affairs of those of its components which are the responsibility of other divisions of ORI.

D Division of Far East Intelligence -- India, Burma, Ceylon, Siam, Indo-China, Straits Settlements, Federated Malay States, Netherlands East Indies, British Borneo, Philippine Islands, China, Korea, Japan, Australia, New Zealand, and all of the other islands and territories in this general area not belonging to the United States or the USSR.

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E Division of American Republics Intelligence — all of Central and South America and the islands of the Caribbean Sea, excluding possessions of the United States.

II FUNCTIONS. With respect to the area indicated, and under the general direction of the Director of ORI, each of the five regional intelligence divisions shall be responsible for providing evaluated positive information, in the form of factual data, syntheses, and generalizations, as an aid to the formulation and implementation of foreign policy by the geographic, political, economic and informational offices of the Department, involving studies of basic situations and capabilities, analyses of major political and economic issues and interpretations and evaluations of current events and developments. In carrying out these responsibilities each of the five regional intelligence divisions

A Will maintain close and systematic contact with policy and operating officers of the Department in order to be informed as to the Department's intelligence requirements.

B Will plan and implement a program of research and analysis designed to meet these intelligence requirements through the preparation of reports.

C Will evaluate new information as an integral part of the regular research process in order to improve the relevance, accuracy and timeliness of the reporting services, and for distribution of the information, as such, to operating offices.

D Will assist OCD in planning its program of information procurement and, working through or with OCD, obtains information from other Federal agencies operating in cognate fields and from public and private institutions outside the federal government (including universities, libraries, research institutions).

E Will provide representatives to act as observers, and where indicated as participants, on departmental and interdepartmental committees.

133.22 FUNCTIONS OF THE DIVISION OF INTERNATIONAL AND FUNCTIONAL INTELLIGENCE- (IFI): (Effective 1-1-46) The Division of International and Functional Intelligence, Office of Research and Intelligence, shall be responsible, under the general direction of the Director of ORI, for:

I Coordinating, and, where necessary, supplementing the data and analyses provided by the regional intelligence divisions of the Office and by the research and technical staffs of other Federal agencies, in the preparation of studies (which present detailed comparative analyses and interpretations of intelligence pertaining to problems which deal with comparable information from several or all regions of the world) required by the operating officials of the Department in assisting United States delegations to international conferences, in collaborating with other government agencies in the formulation of foreign policy, and in conducting negotiations with particular countries on matters of interregional and international significance.

133.22 (continued)

II Developing the program of research required to meet the needs of the Offices of the Department as are interregional in character and do not fall entirely within the area of responsibility of one of the regional intelligence divisions of the Office.

III Initiating requests for directives concerning the procurement of intelligence from foreign as well as domestic sources.

IV Assisting, as directed, in analyzing and reporting on interregional or specialized aspects of regional problems.

V Providing representatives to act as observers, and where indicated as participants, on departmental and interdepartmental committees.

133.23 FUNCTIONS OF THE DIVISION OF MAP INTELLIGENCE AND CARTOGRAPHY-(MI): (Effective 1-1-46). The Division of Map Intelligence and Cartography, Office of Research and Intelligence, shall be responsible, under the general direction of the Director of ORI, for:

I Serving the Department and other government agencies with the collection, evaluation, analysis and interpretation of foreign map and other cartographic intelligence, involving

A Planning and initiation of foreign map procurement by instruction, purchase, or negotiation with foreign map agencies.

B Participation in the development of coordinated inter-agency and inter-governmental mapping and map collection programs and procedures.

C Preparation of map coverage and technical map intelligence reports based on continuing research.

D The expert screening and evaluation of incoming map intelligence.

E Planning of adequate map intelligence facilities at international conferences.

F Expert assistance to the divisions and Offices of the Department in the selection and study of published maps required in the consideration of specific problems.

II Serving the entire Department, as well as other government agencies and non-government institutions, by maintaining a comprehensive collection of maps, atlases, gazeteers and other cartographic reference materials needed for the consideration of international questions, involving:

A Routine procurement of published maps and atlases from domestic and foreign map agencies and publishing houses.

B Cataloguing, indexing, filing and lending of these materials.

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II (Continued)

C Furnishing of reference services and advice in the selection of published maps and atlases for specific uses.

III Serving the Department, as well as other government agencies and non-government institutions, by preparing new maps, involving:

A Initiation of basic mapping programs and developing improvements in cartographic techniques.

B Planning, compilation and layout of individual maps.

C Construction of final drawings and preparation of specifications for map reproduction.

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(1-1-46)

133.30 OFFICE OF INTELLIGENCE COLLECTION AND DISSEMINATION:
(OCD) (Effective 1-1-46)

I FUNCTIONS. The Office of Intelligence Collection and Dissemination shall be responsible, under the general direction of the Special Assistant to the Secretary in charge of research and intelligence, for:

A The acquisition and distribution of intelligence source materials.

B The maintenance, cataloguing and indexing of the Department's central collection of intelligence materials and reports.

C The presentation and distribution of finished intelligence.

II ORGANIZATION. The Office of Intelligence Collection and Dissemination shall be composed of the following organization units, with routing symbols as indicated:

A Office of the Director - (OCD)

B Division of Intelligence Acquisition and Distribution - (IAD)

C Intelligence Reference Division - (REF)

D Division of Biographic Intelligence - (BI)

E Presentation Division - (PN)

III FUNCTIONS OF THE OFFICE OF DIRECTOR. The Office of the Director of OCD shall be responsible for coordinating and directing the activities of the component divisions of the Office. In addition, it shall be responsible for utilization of intelligence personnel attached to diplomatic and consular posts in assembling data and conducting research in foreign countries. In accordance with assignments determined by the Director of OCD in cooperation with appropriate officials in ORI. Such assignments will also be made in close cooperation with the Office of the Foreign Service, in order to achieve maximum utilization of the research facilities of both the Foreign Service and the intelligence staff abroad.

133.31 FUNCTIONS OF THE DIVISION OF INTELLIGENCE ACQUISITION AND DISSEMINATION - (IAD). (Effective 1-1-46). The Division of Intelligence Acquisition and Dissemination, Office of Intelligence Collection and Dissemination, shall be responsible, under the general direction of the Director of OCD, for:

I The procurement of intelligence materials to meet existing and anticipated needs of the Department, including the issuance of requests and directives to reporting officers in the field.

II The distribution of incoming intelligence materials within ORI and OCD and, as to materials not handled by DC or FR, to the Offices of the Department and to other authorized Government agencies.

III. Cooperation with the Division of Map Intelligence and Cartography and with the Library of the Department to insure the efficient and integrated procurement of maps and publications without duplication of effort.

IV Detailed coordination of the Department's intelligence acquisition program with those of other Government agencies.

133.32 FUNCTIONS OF THE INTELLIGENCE REFERENCE DIVISION - (REF). (Effective 1-1-46). The Intelligence Reference Division, Office of Intelligence Collection and Dissemination, shall be under the general direction of the Director of OCD, for:

I Maintaining, cataloguing, indexing, and classifying by subject the Department's central collection of intelligence materials and reports.

II Servicing requests for intelligence materials, including borrowing or arranging to borrow materials from other Government agencies and from non-Government organizations.

III Informing users of the receipt of new intelligence, and informing the Division of Intelligence Acquisition and Dissemination of the needs for new intelligence materials.

IV Preparing annotated bibliographies on current and long range research and intelligence subjects.

V Cooperation with the Library of the Department, the Division of Biographic Intelligence, the Division of Map Intelligence and Cartography to insure that general, biographic, and map reference activities are carried on without duplication of effort and as parts of an integrated program as determined by the Director of the Office of Intelligence Collection and Dissemination.

133.33 FUNCTIONS OF THE DIVISION OF BIOGRAPHIC INTELLIGENCE - (BI). The Division of Biographic Intelligence, Office of Intelligence Collection and Dissemination, shall be responsible, under the general direction of the Director of OCD, for:

I Systematically organizing and evaluating factual information and opinions concerning persons in foreign countries, who are of intrinsic importance or whose activities or views may be considered significant for the United States in connection with the determination and implementation of foreign policy.

II Preparing, in cooperation with other interested divisions of the Department, reports covering the background, career, role, influence, connections, and policies of such persons.

III Participating with other divisions of the Department in the development of programs for the collection and distribution of biographic intelligence.

133.34

133.34 FUNCTIONS OF THE PRESENTATION DIVISION - (PN). (Effective 1-1-46). The Presentation Division, Office of Intelligence Collection and Dissemination, shall be responsible, under the general direction of the Director of OCD, for:

I The formulation of presentation programs in connection with the intelligence, information, and administrative activities of the Department of State.

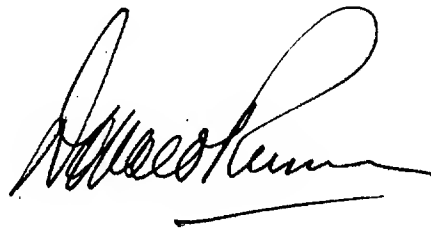
II The preparation of visual materials required by such programs, involving:

A Two-dimensional visuals, including charts, freehand illustrations, mechanical drawings, posters, and photographs.

B Motion pictures and animations.

C Three-dimensional visuals, including exhibits, models, stage sets, and display devices.

III Performing specialized presentation services for international conferences, diplomatic missions, and United States delegations to international organizations.

A handwritten signature in dark ink, appearing to read "W. E. Sullivan", with a horizontal line underneath.